



Registration & Assessment of Learners and Registration of Learnerships Procedure

Registration

- Before the learnership agreement can be registered with the relevant SETA, the learner must be registered with Chartered Secretaries Southern Africa.
- Registration is online, done via the Chartered Secretaries Southern Africa website at www.chartsec.co.za. This is a secure website.
- Payment of registration and annual subscription fees is also online, via credit card, direct deposit or Internet transfer and payment must accompany the registration. Proof of payment must be provided.
- Registration fees can be found on the Chartered Secretaries Southern Africa website at www.chartsec.co.za
- Learners can register online for the examinations.
- Registration takes place as follows:
 - May exams:
 - Register online before 30 March (this registration is current for the calendar year)
 - Enter for examinations online before 30 March
 - October Exams
 - Register online before 31 August (this registration is current for the remainder of the calendar year)
 - Enter for examinations before 31 August
- Payment must accompany the examination registration and is done online via credit card, direct deposit or Internet transfer. Proof of payment must be provided.
- *Please note: Learners on learnerships that run for more than one calendar year must ensure that their annual subscriptions are paid at the beginning of each new calendar year, to ensure that they retain their registration and can complete the learnership*

Assessment procedures for the Chartered Secretaries Southern Africa Learnerships

Practical Experience

- Assessment will be carried out by Chartered Secretaries Southern Africa Registered Assessors that have been trained to the necessary assessment standards as prescribed by Fasset
- The assessor will evaluate the practical experience in accordance with the practical experience requirements of each learnership
- The practical experience will be submitted through the relevant learnership logbook
- Logbooks must be submitted to Chartered Secretaries Southern Africa's Accreditation and Assessments Manager (via courier or registered mail)
- The assessor will provide feedback on the assessment.
- An assessment fee will be charged. (2017 Fees: R1000 per learner). This payable to the Institute at the time when the portfolio is submitted. A copy of the payment advice must accompany the portfolio.
- Learners can appeal assessment decisions.

Theoretical

- The theoretical portion of the learnership is assessed via examinations.
- All modules of the learnership are also assessed via paper-based examinations.
- There are two examination sessions per year, May and October.
- Examination centres are available nationally.

Learnership Registration Procedure

